

California Energy Commission



CLASSIFICATION: EXECUTIVE ASSISTANT

TENURE: Permanent

TIME BASE: Full Time

SALARY: \$3,288 - \$3,996

LOCATION: Commissioner's Office

FINAL FILING DATE: March 20, 2013

DUTIES/RESPONSIBILITIES: Under the direction of the Commissioner, the incumbent performs a variety of administrative, analytical, data gathering data processing and secretarial tasks, acting independently and taking appropriate action on matters relating to the overall operation of the office. Other duties emphasize coordinating the activities of the Commissioner and advisors, assisting the Commissioner in resolving sensitive issues and establishing office procedures. Act as liaison with the Commissioner's offices, Executive Office, Commission management, Governor's Office and other State agencies.

DUTIES AND RESPONSIBILITIES:

- Analyze incoming correspondence and direct assignments of a technical nature to appropriate divisions for action, update computer file to show time commitments, products or action required, lead time required, and any interaction. Develop, implement, and maintain computer-based scheduling to assist in prioritizing work and tracking correspondence. Assist in preparing responses for the Commissioner's signature, and independently analyze and prepare final draft responses for incoming correspondence.
- Develop, implement, and maintain an extensive computer-based calendar to schedule meetings, hearings, speaking engagement, press events, and other appointments. Screen all requests that require a time commitment from the Commissioner or his office staff. Research and assemble background information such as requestor, purpose, topics to be discussed, audience, role expected of Commissioner, and other useful background data. Draft appropriate responses for events the Commissioner can or cannot attend. Prepare briefing file and trip agenda for events attended by the Commissioner.
- Research and analyze background data for all rulemaking proceedings and committee meetings for which the Commissioner is responsible. Develop and maintain briefing binders and working files keeping track of history of major issues with which the Commissioner is involved, and keep track of committee meetings for which the Commissioner is responsible. Review and edit notices and hearing orders for the Commissioner's signature.

RPA#101-422

Position #1010-1728-005

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- Research, analyze, prepare, review and assemble agenda materials for Commission business meetings, hearings and other proceedings ensuring all necessary back-up materials are provided for each item; obtain necessary information to facilitate the Commissioner's decision-making. This can necessitate telephone and personal contact with utility companies, lobbyists, and other governmental agencies, etc.
- Research and analyze supporting information regarding confidential and sensitive departmental program issues. This involves contacts and discussions with the Chairman's office, other Commissioner's offices, Executive Director, Chief Deputy Director, Deputy Directors, and technical staff within the agency, and contacts with the Legislature, federal and state agency heads.
- Make in- and out-of-state travel arrangements for the Commissioner and the advisors, which include hotel and transportation arrangements and preparing trip itineraries. Independently prepare out-of-state travel justifications. Prepare all travel claims in accordance with state guidelines. Develop and maintain a computer-based accurate accounting of all travel advances and travel expense claims submitted, reimbursed and outstanding.

DESIRABLE EXPERIENCE/QUALIFICATIONS:

- Excellent attendance, punctuality, and dependability.
- Ability to work independently and under pressure effectively.
- Good organizational skills.
- Excellent interpersonal skills.
- Proficiency on the personal computer and familiarity with Microsoft Word, Excel, PowerPoint and Access.
- Ability to coordinate interdisciplinary projects.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678. Also list the RPA number on the application.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Ali Patino (RPA #101-422)
California Energy Commission
1516 Ninth Street, MS# 3
Sacramento, CA 95814
916-654-4100

California Relay (Telephone) Service
Deaf or Hearing-Impaired
From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922